

Impactful Résumés – Checklist and Tip Sheet

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Checklist

- ✓ Contact information
 - Name, address, phone, email, LinkedIn profile
- ✓ Education
 - Specify degree including awards achieved and any additional certifications
 - Represent your education credentials accurately. Look at your degree and certificate and record exactly what is indicated. For example: Bachelor of Science in Agriculture, Major: Agronomy
 - Report date (month, year) of when degree, diploma or certificate was awarded
 - Do not include high school information if you have graduated from university or college
- ✓ Work experience
 - Include start and end dates (month and year is enough), beginning with most recent experience
 - State title of role, location (town) and brief description of relevant responsibilities
- ✓ Skills and knowledge
- ✓ Volunteer and leadership experiences

Tips

- ✓ Make sure résumé is up-to-date (includes current work role)
- ✓ Keep it simple and easy to read
- ✓ Include only relevant information
- ✓ Use active language
- ✓ Do not use abbreviations or acronyms that are not widely used or understood

There are many templates available online.